

# City of Seattle Office for Education

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## REQUEST FOR INVESTMENT (RFI)

- **ELEMENTARY SCHOOL SUMMER LEARNING**
- **MIDDLE SCHOOL SUMMER LEARNING**

# Summer Learning RFI Information Session Agenda

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1. Information Session Process
2. RFI Overview Presentation
3. Questions

# Introduction – Applications for Summer 2015

RFI Page 1

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- OFE has released RFIs in summer learning programs to provide Levy focus students with additional learning time to improve academic outcomes and reduce the achievement gap
- RFIs available for programs beginning summer 2015:
  - Elementary school summer learning (SPS students entering K-5<sup>th</sup> grade)
  - Middle school summer learning (SPS students entering 6<sup>th</sup>-8<sup>th</sup> grade)
- Programs awarded funds for summer 2014 continue, contingent on achievement of performance targets

# Introduction – Who May Apply

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- Schools, organizations and any combination thereof may apply
  - Schools and/or organizations partnering in a significant way should note the partnership and designate a lead applicant on the cover sheet
  - Separate applications are required for each grade span applicants propose to serve (Elementary, Middle)
  - No RFQ process is required for organizations completing summer learning RFIs
  - Organizations previously awarded funds for summer learning may compete for additional funds to expand existing programs or begin new ventures

# Introduction – Funding

RFI Page 1

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Grade Span	New Funds Available for Summer 2014
Elementary School	Up to \$177,250
Middle School	Up to \$313,475

- Funding to serve additional Elementary and Middle school students will ramp up in future years of the 2011 Levy
- Funding may be awarded to one or more applicants
- Award cap for middle school: \$279,999 in new funds per individual entity
- Once selected, successful programs will receive annual funding for the duration of the 2011 Levy (through summer 2019)
- 75% of funds are available for base program budgets, and 25% of funds are contingent on achieving performance targets

# Introduction - 2014 Summer Learning Awardees

Elementary Summer Learning	2014 Funding Level	Key Partners / Sites
City of Seattle Parks & Recreation	\$82,764	Northgate Elementary School
Denise Louise Education Center	\$118,957	Center sites are located in Beacon Hill and Northgate Elementary School
John Muir Elementary School	\$95,594	John Muir Elementary School, with Powerful Schools
Sound Child Care Solutions - Southwest Early Learning (SWEL)	\$33,403	SWEL facility in Delridge
Middle School Summer Learning	2014 Funding Level	Key Partners / Sites
City of Seattle Parks & Recreation	\$326,940	Asa Mercer, Aki Kurose, and Eckstein middle schools
Denny International Middle School	\$74,972	Denny MS, with Concord, Highland Park, Roxhill, and West Seattle elementary schools
El Centro de la Raza	\$28,493	El Centro de la Raza facility on Beacon Hill, serving Denny and Washington students
YMCA of Greater Seattle	\$56,665	Madrona K-8, serving students from central and southeast Seattle middle schools
Woodland Park Zoo	\$28,932	Mercer Middle School and Woodland Park Zoo, serving Mercer and Washington students
High School Summer Learning	2014 Funding Level	Key Partners / Sites
Refugee Women's Alliance	\$51,077	Seattle World School; Vietnamese Friendship Association
Seattle Public Schools	\$264,707	Cleveland and Roosevelt high schools, with College Access Now
SW Youth & Families Services (SWYFS)	\$40,048	SWYFS facility in Delridge, with Interagency Academy
YMCA 9 <sup>th</sup> Grade Transition	\$124,947	Chief Sealth, Cleveland and Franklin high schools

# Timeline

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TIMELINE	
RFI Issued	September 9, 2014
Information Session: The 2100 Building 2100 24 <sup>th</sup> Ave S, Seattle, WA 98144	Monday, September 15 3:30-4:30 PM
Information Session (repeat of Sept. 15 Session): The 2100 Building 2100 24 <sup>th</sup> Ave S, Seattle, WA 98144	Tuesday, September 16 Noon – 1:00 PM
Final day to ask questions	October 13, 5:00 p.m.
<b>Responses Due*</b>	<b>Monday, October 20, 4:30 p.m.</b>
Responses Reviewed and Rated	October 27 – December 8
Clarification Meeting, as needed	Week of December 1
Notice of Intent to Award	December 19
Selected RFI list published	Week of December 29

\* Dates following the Responses Due date are approximate based on best estimates. OFE will publish updates to the timeline as needed.

# Background: Levy Goals

RFI Page 2

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- Children will be ready for school.
- All students will achieve academically and the achievement gap will be reduced.
- All students will graduate from school college/career ready.



# Background: Elementary School Focus Populations

RFI Page 3

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- English language learners who are Level 1 or Level 2 on the State English Proficiency Exam
- Students enrolled in English language support programs for 5 years or more
- Students with low math or literacy skills (Level 2 on MSP Math or Reading)
- Students with very low math or literacy skills (Level 1 on MSP Math or Reading)
- Students not meeting MAP growth goals in math and/or reading
- Students entering kindergarten without prior Pre-K experience
- Incoming kindergarten students served by Step Ahead, Head Start, or ECEAP who did not meet standard on Teaching Strategies GOLD at the end of their Pre-K year or who were identified by their Pre-K program as needing additional preparation for kindergarten and who were referred to the Family Support Program

# Background: Middle School Focus Populations

RFI Page 3

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- English language learners who are Level 1 or Level 2 on the State English Proficiency Exam
- Students enrolled in English language support programs for 5 years or more
- Students with low math or literacy skills (Level 2 on MSP Math or Reading)
- Students with very low math or literacy skills (Level 1 on MSP Math or Reading)
- Students not meeting MAP growth goals in math and/or reading

# Required Program Components (1 of 2)

RFI Pages 3 & 4

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- At least 120 hours of total programming
- Academic instruction and enrichment activities are required
- At least ten hours per week of structured academic classes must focus on Levy Areas of Concentration:
  - Reading/Writing
  - Math
  - Math combined with Science
  - English Language Acquisition
  - Social-Emotional, Physical, Language, Literacy, Cognitive, and Mathematics domains in Teaching Strategies GOLD (*for students entering kindergarten*)

# Required Program Components (2 of 2)

RFI Pages 3 & 4

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- Enrichment activities may address topics outside Areas of Concentration, including:
  - Science, Technology, Engineering, and Math
  - Visual and Performing Arts
  - College/Career Readiness
  - Pre-K to elementary school transition
  - Elementary school to middle school transition
  - Middle school to high school transition
- Field trips paid for from base program budget must have an explicit educational purpose

# Required RFI Sections

RFI Pages 4-5

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1. Cover Sheet (Attachment 1)
2. Summer Learning Program Executive Summary (Attachment 2)
3. Summer Learning Program Work Plan (Attachment 3)
4. Previous Experience and Tracking to Success (Attachment 4)
5. Data Sample (Attachment 5)
6. Annotated Budget (Attachment 6)

Refer to the *Scoring Criteria* (pages 6-8) and *Characteristics of Strong RFI Applications / Key Elements of Summer Learning Programs* (Exhibit #1) for helpful information as you complete the RFI

# Executive Summary

RFI Page 14

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- Not scored by reviewers
- Helps reviewers understand the context of your program
- An opportunity to describe the need your program is intended to address, and how the program will fit into your wider efforts to support student achievement

# Work Plan

RFI Pages 13-17

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- The purpose of this section is to provide details of your summer learning program
- Your work plan will address the following topics:
  - Program overview
  - Instructional and enrichment programming
  - Management and staff
  - Student and parental involvement
  - Partnerships
  - Results (see next slide for details)

# Work Plan – Indicators

RFI Pages 2-3 & 16-17

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## Elementary School Summer Learning

- Students making gains on Teaching Strategies GOLD (rising K only)
- Students absent fewer than 10% of summer learning programming days
- Students making gains on rigorous, pre- and post-program assessments aligned to the summer curricula that demonstrate mastery of academic content addressed during the summer program

## Middle School Summer Learning

- Students absent fewer than 10% of summer learning programming days
- Students making gains on rigorous, pre- and post-program assessments aligned to the summer curricula that demonstrate mastery of academic content addressed during the summer program

*To maintain alignment with the Seattle School District, OFE will establish a measure to replace spring-to-fall MAP results. This will not apply to students entering kindergarten.*



# Previous Experience & Tracking to Success

RFI Pages 17-18

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- The purpose of this section is to demonstrate your experiences and successes working with Levy focus students (or similar students) and to illustrate how you have used data to monitor program efficacy and achieve intended results
- Partnerships should focus responses on the experience of members with primary responsibility for running the program

# Data Sample

RFI Pages 18-19

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## Please **DO** submit:

- Tables that list your focus students and the specific academic data (MAP scores, school attendance, etc.) and nonacademic data (student demographic information, services or interventions provided, etc.) that you collect on each
- Graphs and Data Analysis summaries that show pre- and post-academic and non-academic outcomes on your students or your program as a whole
- Data from organization's quality improvements self-analysis
- Samples of tracking forms and/or learning and service plans used by staff to monitor progress of focus students

# Data Sample

RFI Pages 19-20

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## **Do NOT include the following:**

- Identifiable student information. For example, do not include student names, student id numbers, or birthdates.
- Program flyers and brochures
- Your agency's annual report
- Studies of your program's work
- Links to data, studies or reports. Links embedded in the narrative will not be opened and, therefore, will not be considered as part of the RFI.
- Letters of support

# Annotated Budget

RFI Pages 18-22

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## Requirements:

- Describe what Levy and non-Levy funds will purchase
- Note any significant variation in FTE (e.g., pre-program planning vs. program management during the summer)
- Identify organizations with which you will subcontract and the amount of Levy funding they will receive
- Identify how you will budget your 25% performance pay
  - 5% tied to an enrollment target

# Criteria for Rating RFIs

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- All technically compliant RFI submissions are reviewed by a panel of experts
- Rating criteria and the number of points for each section may be found in the table on pages 6 to 8 of the RFIs
- Review panel may request clarification from applicants over the telephone or in-person (week of December 1)

# Instructions to Respondents: Response Format

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- Responses to each narrative section must be:
  - Typed or word-processed
  - 8 1/2" x 11" paper, size 12 font, 1-inch margins
  - Single- or double-sided and stapled with the other attachments
  
- Several attachments have page limits:
  - Summer Learning Program Executive Summary – 1 page
  - Summer Learning Program Work Plan – 8 pages
  - Previous Experience and Tracking to Success – 2 pages

# Instructions to Respondents: Response Submission

RFI Pages 9-10

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- Responses are due and must be received by Monday, 20 October at 4:30pm
- Please mail or hand-deliver 6 paper copies of your RFI
- You must also submit your proposal electronically, in two files only: RFI in MS Word or Adobe PDF and budget in MS Excel
- See the response submission section of the RFI (pages 9-10) for additional important details, including:
  - Addresses to mail or deliver hard copies
  - Email address to submit electronically
  - Required email subject heading and electronic file naming conventions

# RFI Questions

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- Applicant questions after the RFI Information Session must be sent via e-mail to [adam.petkun@seattle.gov](mailto:adam.petkun@seattle.gov). No phone calls.
- OFE will respond to e-mailed questions within 2 business days.
- All questions and answers will be posted online: [http://www.seattle.gov/office-for-education/funding-opportunities/summer\\_learning\\_2015](http://www.seattle.gov/office-for-education/funding-opportunities/summer_learning_2015)
- OFE will continue to accept questions until 5:00 pm on October 13.



# Additional Reminders

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- Follow the required format.
- Review the **Checklist Items** on pages 5-6 to ensure a complete submission
- Be sure that the person designated on the cover sheet can be reached at the phone number and e-mail address listed
- Visit the OFE website for background on the Levy, materials from technical assistance workshops, 2014 awardee RFIs, and updates to the RFI process  
[www.seattle.gov/neighborhoods/education/default.htm](http://www.seattle.gov/neighborhoods/education/default.htm)
- Contact [adam.petkun@seattle.gov](mailto:adam.petkun@seattle.gov) with questions by 5pm on October 13